

Ceremony Date and Time

Congratulations! You will be graduating soon. Below you will find instructions on the processes involved in receiving your diploma. Read these instructions closely, as they give you important information, deadlines, and explanations. The ceremony and rehearsals will be held as per the below table:

	Ceremony Date and Time	Rehearsal Date and Time
Masters & PhD Graduate Students	Wednesday, February 28, 2024 7 – 9pm Bassily Auditorium	Monday, February 26, 2024 11am – 1pm Bassily Auditorium
Bachelor Undergraduate Students	Saturday, March 2, 2024 12 – 2pm Khalaf Ahmad Al Habtoor Football and Track Stadium	Tuesday, February 27, 2024 10am – 1pm ARTOC Hall

Attendance

If you decide not to attend the graduation ceremony, undergraduate students should email degreeaudit-ug@aucegypt.edu and graduate students should email gradregis@aucegypt.edu in the Office of the Registrar.

Your name and calling number will be emailed to you via the portal before the rehearsal. If you do not attend the rehearsal your name will be removed from the calling list and you will be able to collect your diploma the following week.

Graduation Admission

The graduation ceremony lasts approximately one hour and a half. Entrance invitations are required; no reserved seating or parking is available for guests.

Please read your invitation to determine the gate you will enter from, as entrance will be allowed only from the gate marked on your invitation.

Arrival Times

You must plan to arrive dressed in your academic attire (cap and gown) and meet one hour before the event. This time aligns with the opening of the outer campus gates and halls. We don't have a secure place for you to store any items you bring with you, so please plan ahead. Please be prompt, and make sure to bring your student invitation with you.

Livestreaming

The link for the livestreaming of both ceremonies is www.aucegypt.edu/streaming

Cap and Gown Group Photo

The cap and gown group photo is scheduled for Friday, February 23, 2024 at the University Garden behind the AUC Library in New Cairo. Do not miss the opportunity to be a part of this memorable day.

Commencement Regalia

If you plan to attend the diploma distribution event, you must be attired in a cap and gown. Before you pick up your commencement regalia, an online deposit of EGP 1000 is required for undergraduate students and a deposit of EGP 1150 for graduate students. Visit graduation.aucegypt.edu and fill in the required information. Please make sure to follow the instructions carefully. **The tassel is a gift from the University, so you can keep it as a souvenir. If you lose your tassel, you will have to purchase another one.**

You may be fitted for a gown in the Conference and Visitor Center, first floor, room 1002, above Bassily Auditorium, on the following dates and times:

Dates	Hours
January 28 – February 28 (Working days)	12 pm – 2 pm
February 2, 3, 9, 10, 16, 17, 23 and 24 (Days off)	10 am – 6 pm
February 28 (Master’s & PhD Commencement Day)	9 am – 6 pm
March 2 (Undergraduate Commencement Day)	9 am – 4 pm

You have the choice to retain the cap and gown following the graduation ceremony. Alternatively, should you decide to return it, you will be refunded your deposit with a deduction of EGP 150 for restocking and dry cleaning purposes.

In the event of any damage to the cap and gown, your deposit will be forfeited and utilized to acquire a replacement.

The time to return your commencement regalia is starting March 4 to April 4, 2024 (excluding March 31) from 12 pm to 2 pm on weekdays and 9 am to 4 pm on Fridays and Saturdays.

The return deadline is Thursday, April 4, 2024, at 2 pm. For any further inquiries, please call Hossam Ismail at 012.2809.9946 or Mostafa Sabr at 012.7268.4808 or Mohamed Khalil at 012.2114.2999

Class Ring

If you wish to buy a class ring, place your order at the Office of Alumni Relations in the Administration Building (plaza level, room P002), Sunday through Thursday, from 9 am to 4 pm. Rings are available in different sizes for both men and women. Silver rings cost EGP 1500; silver rings with the AUC logo in gold cost EGP 2900. It takes five weeks for the ring to be delivered. The link for the graduating class <https://www.aucegypt.edu/alumni/graduating-seniors>

Invitations

Invitations will be distributed during the rehearsal, as per the table mentioned above. Each undergraduate student and masters & PhD student will receive 4 invitations for family/guests.

Before the rehearsal, make sure to:

- Clear any outstanding balance or library fines. Deadline for clearing outstanding balance and library fines is **Thursday, February 22, 2024**.

On the day of the rehearsal, you are requested to:

- Collect your original credentials
- Present your national ID card or passport to receive your invitations.

PLEASE NOTE

If you clear your outstanding balance or library hold after the deadline, you need to send an email to the Office of Student Accounting or the Library before the rehearsal to clear your account in order to receive your invitations.

No one is permitted to pick up anyone else's invitations. Invitations will **not be** distributed on campus the day of graduation.

If you need any extra tickets, pending availability, please email your respective school:

GAPP: GAPPcommencement@aucegypt.edu

SSE: officeofthesedean@aucegypt.edu

HUSS: Husscommencement@aucegypt.edu

BUSS: business@aucegypt.edu

Masters & PhD students must submit their finalized theses/dissertations to their school deans by Tuesday, January 16th, 2024, and must submit an electronic version of their theses/dissertations to the Library Digital Repository, the AUC Fount, by Tuesday, January 23rd, 2024. This is a mandatory requirement applicable to programs with graduate thesis work, and it is a necessary step to complete their graduation.

The invitations for the graduation ceremony will be distributed after the rehearsal.

Guests with Disabilities

If you have a guest attending the Commencement who is disabled or requires special assistance, please email the Office of Medical Services at medicalserv@aucegypt.edu starting Tuesday, February 13, 2024 with subject "Special Assistance for Commencement". The office will provide assistance to your guest for only one hour past the commencement set time (wheelchairs will not be available). **The deadline to submit all requests is Thursday, February 22, 2024.**

In case of any medical emergency, please contact 20.2.2615.4000 or 012.8000.1039.